

UNITED STATES MARINE CORPS
Base Food Service Division
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Marine Corps Base
PSC Box 20004
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BFSMemo 13-01
FOOD
25 May 01

BASE FOOD SERVICE MEMORANDUM 13-01

From: Deputy Base Food Service Officer

Subj: EMERGENCY FEEDING

Ref: (a) BO P3440.6

Encl: (1) Emergency Feed Sites
(2) Guidance for Release/Retention of Civilian Mess Contract Personnel
(3) Food Service Requirements by Destructive Weather Conditions
(4) Payment for Meals Consumed during Emergency Conditions
(5) Roster of Patrons
(6) Mess Hall Generator Capabilities
(7) Emergency Feeding Menus

1. Cancellation. This memo cancels Base Food Service Memorandum 18-00.
2. During Destructive Weather Condition (DWC) III, the Base Food Service Office will alert mess halls of impending destructive weather.
3. Mess Contract Personnel
 - a. Enclosure (1) provides a listing of mess halls designated as emergency feed sites, mess hall phone numbers, number of billeting spaces required and the areas supported by each emergency mess hall.
 - b. The mess contractor will retain employees at emergency mess halls. All other mess halls will use military mess men after DWC IC.
 - c. Enclosure (2) contains guidance for release/retention of civilian mess contract personnel.
4. Food Service Requirements by Destructive Weather Conditions. For information only, enclosure (3) contains action to be taken by the Base Food Service Office during destructive weather conditions.

5. Subsistence Requirements

a. Mess halls will be notified of early subsistence deliveries, if applicable, and request a list of additional items which need to be delivered from the prime vendor. Mess halls should procure three days' supply of items such as canned fruits, juice (1/2 pints), cereal, milk (1/2 pints) cold cuts, etc. if time permits.

b. Due to the timeframe available to complete all deliveries prior to the impending destructive weather, the deliveries from the prime vendor MAY BE LATE.

6. Mess halls are required to have three days of paper gear on hand; recommend additional cups be available.

7. Serving Meals to Regularly Authorized Patrons, Authorized Federal Civilian Employees, Civilian Emergency Workers and Shelter Occupants While Mess Hall has Power and Steam

a. Regularly Authorized Patrons. Authorized patrons will be subsisted in mess halls until power is lost or conditions restrict movement to existing messing facilities (DWC IE).

b. Federal Civilian Employees on Official Duty. These personnel may subsist in mess halls when on official duty as a result of an act of Providence or civil disturbance when no other comparable food service facilities are available.

c. Civilian Emergency Workers Who Have Come to Camp Lejeune to Aid in Recovery Efforts. These personnel may subsist in mess halls when aiding in recovery efforts when no other comparable food service facilities are available.

d. Shelter Occupants. During emergency operations, shelter occupants will subsist on food brought by themselves to the shelter or subsist in regularly assigned mess halls until power is lost or conditions restrict movement to existing messing facilities (DWC IE).

e. Enclosures (3), (4) and (5) contain additional guidance on subsistence of these personnel.

8. Subsistence While Emergency is in Progress. When all outside movement is restricted, personnel (both personnel in barracks and shelter occupants) will subsist on MRE's. If it is possible to obtain before all movement has been restricted, mess halls may issue MRE enhancements (fruits, juices, etc.) for consumption by shelter occupants and personnel in barracks. When these items are requested, the mess halls should issue them in the same manner as an MRE enhancement in MCFMIS (contact Subsistence Branch, Base Food Service Division).

a. The shelter manager or officer of the day at the barracks (or their designated representatives) will be required to sign for the items on the Subsistence Issue Receipt or Picklist at the mess hall when the food is picked up.

b. The mess hall will receive no money for the food; however, the dollar value of the issue should be accounted for on the financial status as a credit in the same manner as an IMT or a survey. A legible copy of the Picklist, with the words "Subsistence Provided to Occupants in Barracks or Shelter _____" (place, location of barracks or shelter) on the top of the Picklist, will be provided to the Base Food Service Office in order for the mess hall to receive the appropriate credit.

9. Subsistence of Patrons After Emergency Conditions

a. After emergency conditions are over and assuming all power is lost, personnel will subsist in mess halls equipped with emergency power, as indicated in enclosures (1) and (6). Restoration of power to other messing facilities will receive priority consideration during recovery operations.

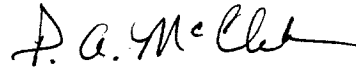
b. If no power is available, request commands delay opening of the mess hall until daylight and run two meals vice three.

c. Enclosure (7) provides basic menus for mess halls to utilize after the emergency has passed, and until power and steam have been restored. Additions to this menu are encouraged within the mess halls' capabilities.

10. Payment for Meals. The policy for payment of meals consumed during emergency conditions is contained in enclosures (6) and (7).

11. MCFMIS Computer. Mess hall personnel should ensure they turn their MCFMIS computer off if the power goes out.

13. Mess managers should familiarize themselves with the reference and incorporate this memorandum and the reference into their turnover folders.



P. A. MCCLELLAN

Distribution:

AC/S, Trng & Ops

OIC, DSSC

FSO, 2dMarDiv

FSO, 2dFSSG

→ BaseFoodSvcOpsO

BaseFoodSvcTech

BaseFoodOpsChf

MessMgrs

CivContractor

SubsO

BaseFoodSvcSubsChf

BaseFoodSvcCollAgnt

EMERGENCY FEED SITES

1. The mess halls identified below are assigned as emergency feed sites to support area commands and designated shelters.
2. Billeting for mess contract personnel is the responsibility of the commanding officer with management control of the emergency feed site mess hall. The billeting spaces required are identified below:

MESS HALL	LOCATION	PHONE NUMBER	BILLETING SPACES	AREA SUPPORTED
122	"A" Street Hadnot Point	451-2447/2010	10	Central Area, Camp Lejeune High School and Stone Street Youth Center shelter occupants
FC-303	Barker Road French Creek	451-2704/1390	10	French Creek Area
9	Post Lane Hadnot Point	451-3600/1508	10	Central Area & Goettege Field House shelter occupants
G640	"G" Street Camp Geiger	450-0369/0438	15	Camp Geiger Area & MCAS overflow shelter occupants
AS-4012	Douglas Road Air Station	450-6716/6710	EXEMPT	Air Station Area & MCAS Delalio Elem. School, Gym, E-Club & SNCO Club
RR-3	Tower Road Rifle Range	450-2923/2924	5	Rifle Range Area & RR Gym shelter occupants
M-455	"C" Company Street Camp Johnson	450-0754/0009	10	Camp Johnson Area and TT1 Elementary School & Camp Johnson shelter occupants
BB-7	Middle Road Courthouse Bay	450-7148/3495	10	Courthouse Bay Area

GUIDANCE FOR RELEASE/RETENTION OF CIVILIAN MESS CONTRACT PERSONNEL

1. EMERGENCY MESS HALLS

- a. Per the mess contract, civilian mess contract personnel who work in emergency mess halls (enclosure (1)) are required to be at the mess hall at DWC IR.
- b. In order to ensure their presence at the mess hall, commands should provide billeting in the area adjacent to the mess hall, or, in some cases, the mess contractor may request to remain in the mess hall during DWC IE. (In this case, the command should provide adequate cots and linen for the designated number of employees.)

2. NON-EMERGENCY MESS HALLS

- a. Civilian mess contract personnel are not automatically required to return to non-emergency mess halls in DWC IR, but will be available to return when contacted.
- b. As soon as the command makes the determination that it is safe to reopen the mess halls in DWC IR, the military mess hall manager should contact the Base Food Service Representative. (The mess hall manager can contact the Base Operations Center (BOC), telephone 451-1714, who will, in turn, contact the Base Food Service Rep.)
- c. The Base Food Service Rep will then contact the mess contract project manager to inform him of the mess hall opening.
- d. The mess hall manager may also contact the civilian mess hall manager, who will contact the contract employees.
- e. Telephone lines may be down, roads may be closed in some areas, etc.; therefore, all employees of that mess hall may not be available to report to the mess hall right away. In this case, the command should make arrangements to temporarily assign personnel from the BEQ's to augment the civilian mess contract staff and serve as mess attendants until all required personnel can report to the mess hall.

FOOD SERVICE REQUIREMENTS BY DESTRUCTIVE WEATHER CONDITION (DWC) V, IV, III, II & I

DWC V

N/A

DWC IV (72)

- AC/S, Logistics will prepare to activate the LOC.
- Arrange for subsistence vendors (prime vendor, milk, bread, ice cream, soda & bagels) to provide early deliveries if necessary.
- Notify mess halls of impending destructive weather and early deliveries.
- (DSSC) Be prepared to support generator refueling operations.
- Coordinate with the DeCA Officer for all commissary destructive weather requirements.
- Coordinate for the possible provision of military mess men as required to augment civilian mess hall contractors.
- Notify commanders of requirements to provide billeting for civilian contract employees who will remain aboard Base.
- Prepare to open shelters.
- Stand up BOC.
- Place personnel, equipment, assets, material and supplies required for destructive weather emergency management operations on stand-by to display on order from the BOC.
- Be prepared to release non-essential civilian and military personnel as directed.

DWC II (24)

- ▶ Report requirements for military mess men to augment civilian mess hall contractors to the BOC as required.
- ▶ Coordinate with the DeCA Officer to prepare to close the commissary.
- ▶ Begin to close all non-essential activities.

Enclosure (3)

DWC I (12)

- ◆ Selective shelters opened.
- ◆ Non-essential personnel released.
- ◆ Prepare for shut down of power.
- ◆ Begin to close all non-essential activities.

DWC IC

- ❖ Close remaining facilities except mess halls.

DWC IE

- All facilities closed (including mess halls).

DWC IR

- Implement the following Supplemental Plans as required:
 - ☐ Emergency Food and Messing Plan
 - ☐ Emergency Logistics Support Plan
 - ☐ Emergency Fresh Water and Sanitation Plan
 - ☐ Emergency Relief Supply Storage and Distribution Plan
- Assess and report the impact of destructive weather on Logistics Operations to the BOC as soon as practicable after destructive weather.
- Coordinate with the DeCA Officer to assess and report the impact of destructive weather on Commissary operations as soon as practicable after destructive weather.
- Coordinate with the DeCA Officer to provide the BOC with the time table for opening and hours of operation of the Commissary.

PAYMENT FOR MEALS CONSUMED DURING EMERGENCY CONDITIONS

1. Regularly Authorized Patrons. All authorized military personnel will, as normal, present their Meal Card or pay for their meals in accordance with the current ALMAR/MARADMIN on meal rates and surcharges.

2. Federal Civilian Employees on Official Duty

a. These personnel (Base Maintenance, Base Telephone, etc.) may subsist in mess halls and will pay the full meal rate when on official duty as a result of an act of Providence or civil disturbance when no other comparable food service facilities are available.

b. If, for some reason, these personnel do not have sufficient funds to pay for meals during DWC IR, they will be required to complete the information on enclosure (5) of this memorandum.

c. If funding is not received from these emergency workers, the Base Food Service Office or Marine Corps Base will be required to reimburse the MPMC subsistence account from the Food Service/MCB O&M funds. This will result in funds which are scheduled to provide funding for mess halls being used to provide this subsistence; therefore, every effort should be made to obtain payment for meals served.

3. Civilian Emergency Workers Who Have Come to Camp Lejeune to Aid in Recovery Efforts

a. These personnel may subsist in mess halls and will pay the full meal rate when aiding in recovery efforts as a result of an act of Providence when no other comparable food service facilities are available.

b. In some instances the company these personnel work for will pay for all meals in one total sum. While this is not the preferred method, Base Food Service will attempt to coordinate this prior to DWC IE.

(1) It may not always be feasible for this type of payment to be coordinated in advance.

(2) If direction has not been provided to the mess hall, and the emergency workers tell the cashier at the mess hall that their company will pay for the meals, THE MESS HALL SHOULD:

(a) Have them complete the information on enclosure (5) of this memo. ENSURE THE COMPANY NAME, PHONE NUMBER, AND A POINT OF CONTACT IS PROVIDED TO THE CASHIER.

Enclosure (4)

(b) In this instance, provide the meal to the emergency workers at no cost.

(3) If the mess hall has fed personnel in this manner, the mess hall manager should contact the Base Food Service Officer as soon as possible to provide:

(a) Company Name

(b) Meals at which personnel subsisted, and number of meals consumed at each meal

(c) Roster of names of personnel who subsisted

(4) The Base Food Service Officer will then coordinate reimbursement for the meals consumed, and will provide the funds to the mess hall upon receipt in order for the mess hall to complete their Cash Meal Payment Sheets for that day.

4. Shelter Occupants (Military Dependents/Civilians)

a. Cash Collections. Military dependents and civilians residing in a shelter are required to pay for meals consumed. All personnel are required to pay the full meal rate; except for dependents of E-4's and below who will be required to pay the discount meal rate.

b. Procedures When No Payment is Made for Meals. When the Installation Commander determines that it is not reasonable or practicable to collect from those individuals involved, those persons unable to pay for meals will sign a separate form NAVMC 10789 (Meal Verification Record) as receiving a meal without charge. When this occurs, the mess hall will record the personnel as "Other (Specify) Shelter Occupants" on the NAVMC 10789, and on the Man-Day Fed Report. A copy of this Man-Day Fed Report should be provided to the Base Food Service MCFMIS analyst.

-ALL EFFORTS SHOULD BE MADE TO COLLECT PAYMENT FOR MEALS. ALL MEALS ISSUED TO PERSONNEL NOT AUTHORIZED SUBSISTENCE-IN-KIND MUST BE REIMBURSED BY THE COMMAND'S OPERATION AND MAINTENANCE MARINE CORPS (O&MMC) FUNDS.

**ROSTER OF PATRONS
FOR COMPANY REIMBURSEMENT**

COMPANY:

POC:

PHONE NO.:

() _____

DATE:

MEAL:

NAME:

Enclosure (5)

MESS HALL GENERATOR CAPABILITIES

MESS HALL	CORE	REF/FRZ	PREP (G)	SERVING	MESS DECK	THROW SWITCH	GEN SIZE	NOTES
FC-303	X	X	X	X	X	X-AUTO 1600 AMPS	400 Kw	1
RR-3	X	X	X	X	X	X-AUTO 1000 AMPS	600 Kw	1
HP-122	X	X	X	X	X	X-AUTO 1600 AMPS	500 Kw	1
BB-7	X	X	X	X	X	X-AUTO 1600 AMPS	500 Kw	1
G-640	X	X	X-MIN	X	X-MIN	X-AUTO	540 Kw	
M-455	X	X	X	X	X-MIN	X-MANUAL	100 Kw 50 Kw	
MH 9	X	X	X	X	X-MIN	X-AUTO 1600AMPS	500 Kw	1
AS-4012	X	X	X-MIN	X	X-MIN	X-MANUAL	300 Kw	
1041	X	X	X	X	X	X-MANUAL	350 Kw	1
HP-521		X		X	X-MIN	X-MANUAL	30 Kw	
HP-411		X		X	X-MIN			2
HP-211		X		X	X-MIN	X-MANUAL 200 AMP		
FC-420		X	X-MIN	X	X-MIN	X-MANUAL	30 Kw	

Notes:

1. Capability to power the entire mess hall.
2. Currently has no generator in place. Command responsible for temporary placement of generators.

EMERGENCY FEEDING MENUS

1. When power and steam are not available.

Breakfast

Asst Fresh Fruit
Asst Canned Fruit
Asst Dry Cereal
*Milk, white/chocolate, ½ pt
*Asst Juices, ½ pt
Asst Cold Cuts
Asst Breads
Asst Condiments
Muffins, Bagels, Croissants

Lunch/Dinner

Asst Fresh Fruit
Asst Canned Fruit
Asst Cold Cut Sandwiches
Lettuce/Onions/Tomatoes
Asst Condiments
Potato/Corn Chips
*Milk, white/chocolate, ½ pt
*Asst Juices, ½ pt
Muffins, Bagels, Croissants

2. When power is not available.

Breakfast

Asst Fresh Fruit
Asst Canned Fruit
Asst Dry Cereal
Hot Cereal
Scrambled Eggs/Hard Boiled Eggs
Creamed Beef
Asst Cold Cuts
Hot Coffee
*Milk, white/chocolate, ½ pt
*Asst Juices, ½ pt
Asst Breads
Asst Condiments
Muffins, Bagels, Croissants

Lunch/Dinner

Mess Managers are authorized
to modify menus to allow
maximum use of steam power.

3. When water is not available.

Breakfast

Ham, Egg & Cheese Muffins or
Grilled Bacon, Egg & Cheese Muffins or
Canadian Bacon, Egg & Cheese Muffins
Hash Brown Potatoes
Asst Dry Cereal
Bagels
Doughnuts
Asst Breads
Butter
Jelly & Jam
Milk
Asst Fruit Juices
Coffee

Lunch/Dinner

Asst Sliced Cold Cuts
Asst Sliced Cheeses
Canned Pork & Beans
Potato Salad
Macaroni Salad
Asst Chips
Asst Breads
Submarine or Hoagie Rolls
Tomato Slices
Lettuce Leaves
Onion Slices
Sliced Pickles
Asst Pastries
Asst Canned Fruit
Milk/Asst Juices/Can Carb Beverages

*Submit requisitions to the Base Food Service Office during Condition III.

Enclosure (7)